



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF HUMAN RESOURCES**

579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

May 13, 2004

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **ADMINISTRATIVE INTERN OPEN COMPETITIVE EXAMINATION**

We have commenced our spring 2004 recruitment process for the Administrative Intern Program. Applications will be accepted until 5:00 p.m. on Monday, May 24, 2004. Applications must be filed on the Los Angeles County Employment Application form by mail or in person at the Department of Human Resources (DHR) Employment Information Services Office at 3333 Wilshire Boulevard, Suite 100, Los Angeles, CA 90010 or online (via electronic submission). Applications may be downloaded from the internet and submitted to the address above or electronically at the DHR website <https://easier.co.la.ca.us>. We have enclosed several bulletins and applications for your offices.

If you have any questions, please contact me or your staff may contact Lu Takeuchi at (213) 738-2299.

MJH:TJH  
LT:RAS

Enclosures

c: Department Heads  
Administrative Deputies  
Personnel Officers

*To enrich lives through effective and caring service*